

## SIGN IN SHEET

<b>IFB-CPO-2010-06</b>	<b>FURNISH CUSTODIAL SERVICES FOR THE HAWAII PUBLIC HOUSING AUTHORITY'S CENTRAL OFFICES ON THE ISLAND OF OAHU</b>
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### INSTRUCTIONS

Please fill out this sheet and leave original when you pick up your bid packet. A copy will be made for you. Take the copy with you as it contains important dates, times and information.

Read this packet carefully. If you have any questions, please call Rick Sogawa at (808) 832-6038.

Note: Please fax this sheet to (808) 832-6039 if this document was downloaded through the Hawaii Public Housing Authority's website.

<b>Pre-Bid Conference / Site Inspection:</b>	Wednesday, June 23, 2010, 9:00 a.m Hawaii Standard Time (HST) at the HPHA, 1002 North School Street, Building G Conference Room. A site inspection to follow at approximately 10:15 a.m. HST.	
<b>Bid Offer Forms Due Date:</b>	Due before <u>10:00 a.m. HST on Wednesday, July 7, 2010</u> at 1002 North School Street, Building D – Central Files, Honolulu, HI 96817	
<b>Bid Opening:</b>	<b>Wednesday, July 7, 2010</b>	At 10:15 a.m. at the HPHA, 1002 North School Street, Building D – Contract and Procurement Office, Honolulu, Hawaii 96817.
Date: _____		
<b>Company:</b>	_____	
<b>Address:</b>	_____ _____ _____	
<b>Phone No.</b>	_____	<b>Cell No.</b> _____
<b>Fax No.</b>	_____	
<b>Email Address:</b>	_____	
<b>Contact Person:</b>	_____	

\_\_\_\_\_  
*Signature of Person Picking Up Packet*

### REQUIRED ATTACHMENTS:

The following must be submitted with the Bid Offer Form:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Certificate of Compliance LIR #27 | <input checked="" type="checkbox"/> DCCA Certificate of Good Standing   |
| <input checked="" type="checkbox"/> Wage Certificate                  | <input checked="" type="checkbox"/> Corporate Resolution (indicating who is authorized to sign bid documents & contracts) |

The following shall be submitted prior to execution of a contract.

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|---|---|
| <input checked="" type="checkbox"/> Certificate of Insurance(s) | <input checked="" type="checkbox"/> Valid Tax Clearance Certificate |
| <input type="checkbox"/> Other: _____                           |   |